

General Instructions

(Note: Classes reported on this document must also be reported on the regular J-7 form, in accordance with all regulations governing the reporting requirements for the regular J-7 “class size penalty” process.)

1. Who Should File. Each school district or charter school that is participating in the Class Size Reduction program must file this report.
2. Time of Filing. This report is to be filed for the second attendance period (July 1 through the last full school month ending on or before April 15.) Please see Special Instructions for further details.
3. Number and Disposition of Copies. Please prepare an original and two copies of each page, including this one. Retain one copy of the package in the district files. Transmit the original package and one copy to the county superintendent of schools. (Please allow sufficient time for the County Superintendent to examine and approve the package, and to transmit to the California Department of Education prior to the deadline below.) After examination and approval, the county superintendent should forward the **original** package to:

California Department of Education  
Education Finance Division  
Attn: Categorical Programs Unit  
P.O. Box 944272  
Sacramento, CA 94244-2720

Or: 560 J Street, Ste. 150  
Sacramento, CA 95814

County Offices: Please submit to the Department of Education not later than May 3, 1999.

4. Kindergarten Classes. A kindergarten class with an enrollment of 20:1 or less for the entire time the class is in session each day should be reported as an Option ONE class, even though the total number of minutes the kindergarten class is in session each day might be half the number of minutes offered in other grade levels.
5. Monthly or Daily Counts. Districts may compute class sizes for all classes using either (but not both) monthly counts or daily counts. **Whichever method is chosen, however, districts will be audited based on the daily count. Therefore, it is strongly suggested that a daily count be utilized. Please see the “Special Instructions” for more detailed information.**
6. Combination Classes. Report combination classes in Section E (Option One) or Section J (Option Two), regardless of the grade levels. In the smaller section to the right of the Combination Classes grid, please provide a breakdown of the total number of pupils reported in combination classes by grade level. The total in this breakdown section should match the total in Column 3.
7. Independent Study. School Districts may not claim funding for any pupil enrolled in independent study. Please see Section V of the Special Instructions.
8. Duplicate entries. Please do not report a class on more than one line.
9. Rounding and decimals. **Please report whole numbers only** -- no decimals or fractions or “hash” marks. Use the following rounding convention in determining the size of a class to be reported on this form: 20.44 or lower rounds to 20; and 20.45 and above rounds to 21.
10. “Grand Total.” It is not necessary to enter a Grand Total at the bottom of the Option Two page (nor is it necessary to submit the Option Two page) if there are no Option Two classes to report.

To further assist you in preparing this report, please see the “Special Instructions” (enclosed) for more detailed information. If you have any questions, please contact Amanda Evans at the Education Finance Division at (916) 324-4532.

Certification

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and is in compliance with state law and administrative provisions of the California Department of Education and the State Board of Education.

(Signed) \_\_\_\_\_  
(District Superintendent)

(Date) \_\_\_\_\_

\_\_\_\_\_  
(District Contact Person)

( \_\_\_\_\_ )  
(Telephone)

(Signed) \_\_\_\_\_  
(County Superintendent)

(Date) \_\_\_\_\_

\_\_\_\_\_  
(County Contact Person)

( \_\_\_\_\_ )  
(Telephone)